



EYNSHAM PARISH COUNCIL

Communications Committee Meeting
in the Bartholomew Room at 7.30pm
on Tuesday 23 May 2017

MINUTES

Present Councillors: Ms P Crowley (Chair), Mr R Andrews, Mr G Beach, Mrs K Crowe, Mr P Emery, Ms S Osborne, Mr D Stukenbroeker and Mr M Zumbuhl.

In attendance: Ms J Stonham and Katherine Doughty, Parish Clerk.

C17/69 To elect a Committee Chairman for 2017-18. Ms Crowley was elected as Committee Chairman for the Council year 2017/18.

C17/70 To note apologies for absence. None.

C17/71 To note Declarations of Interest. None.

C17/72 To consider and approve the minutes of the meeting of 7 February 2017. It was **RESOLVED** that the minutes are signed as a true record.

C17/73 Public Participation. It was **RESOLVED** Ms J Stonham was co-opted as a member of the Committee for 2017/18.

C17/74 To consider compliance with the Freedom of Information Act and Local Government Transparency Code. Ms Stonham discussed the statutory requirements. It was agreed that a list of all payments approved by the Council is published on the website (employees' names will be removed for salary payments). Clerk is to update/reformat Council documents. Committee Terms of Reference are to be made clearer. Clerk is to supply Councillors' Register of Interest forms to the website when all are available and ascertain whether Committee meeting notes/correspondence need to be retained.

C17/75 To discuss matters arising from social media course and agree actions. Cllr Emery is to obtain a summary of social media 'do's and don'ts' (for a Council account and Councillor's personal social media accounts) from OALC for circulation.

C17/76 To note website metrics. Residents are now regularly posting items online and the website is being kept up to date. Ms Stonham is to obtain costs for the provision of the Council's venue availability for hire and storage of image archives.

C17/77 To consider an Emergency Planning contact from the Communications Committee. No Councillors were nominated. Clerk is to compile an Emergency Contacts Directory.

C17/78 To discuss Annual Parish Meeting attendance, format and reports. It was felt that there was a lower attendance than in the previous 2 years. Clerk is to obtain attendance numbers for the previous 5 years. Visual displays are beneficial and the possibility of producing a reports booklet for sale to recoup costs are to be explored.

C17/79 To receive an update on the Eynsham Neighbourhood Plan communications requirements. Noted that a referendum will be held in November at the earliest. An update will be provided in the next Eynsham News.

C17/80 To receive an update on the Eynsham Directory. Sponsorship noted - Abbey Properties £400 and the Rotary Club of Eynsham £350. The Directory is due to be published in November.

C17/81 To consider contributions to Eynsham News. The committee discussed contributions to Eynsham News – the deadline is 12 May.

C17/82 Date of next meeting. Tuesday 26 September 2017.
The Meeting closed at 9.18pm

RECOMMENDATIONS TO FULL COUNCIL: None.